



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section:

TITLE: Bicentennial Orders (License Plates and tags)

CUTOFF:

DESCRIPTION: Bicentennial Orders (License Plates and tags)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9099

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Cash Over-time Report - copy

CUTOFF:

DESCRIPTION: Original in Dept. of Social Services, Finance

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9106

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Certificates of Availability - Shows what materials and products are available

CUTOFF:

DESCRIPTION: Certificates of Availability - Shows what materials and products are available

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9109

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section:

TITLE: Contract Releases (Form CP-4-73)

CUTOFF:

DESCRIPTION: Contract Releases (Form CP-4-73)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9119

SERIES STATUS: Approved

APPROVAL DATE:

9/10/1980

TITLE: Credit Cards

CUTOFF:

DESCRIPTION: Telephone and Gasoline (for Official use)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 312

SERIES STATUS: Approved

APPROVAL DATE:

9/10/1980

TITLE: Customer Order

CUTOFF:

DESCRIPTION: Orders received from customers

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9110

SERIES STATUS: Approved

APPROVAL DATE:

9/10/1980



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section:

TITLE: Expense Accounts

CUTOFF:

DESCRIPTION: Originals in Corrections

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 324

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Inmate Accident and Investigation Report - copy

CUTOFF:

DESCRIPTION: Original in inmate classification files

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 319

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Inmate Payroll Information - copy

CUTOFF:

DESCRIPTION: Original in inmate banking unit of Fiscal Management

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9108

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section:

TITLE: Inmate Tip Sheet

CUTOFF:

DESCRIPTION: Monthly recap of inmate earnings - copy - Original in Inmate Banking Unit

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9114

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Interoffice memos - management, financial, and policy matters

CUTOFF:

DESCRIPTION: Interoffice memos - management, financial, and policy matters

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9115

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Interoffice Memos - other

CUTOFF:

DESCRIPTION: Interoffice Memos - other

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9116

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section:

TITLE: Labor Distribution Reports

CUTOFF:

DESCRIPTION: Shows number of employees (inmates) in each Dept.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 314

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Physical Inventory of Equipment - copy

CUTOFF:

DESCRIPTION: Original in Corrections

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 323

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Policies and Procedures

CUTOFF: WSO

DESCRIPTION: Policies and Procedures

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9113

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section:

TITLE: Program - Director Staff Meeting Minutes

CUTOFF: EOSFY

DESCRIPTION: Program - Director Staff Meeting Minutes

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 313

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Raw Material Contracts

CUTOFF:

DESCRIPTION: Raw Material Contracts

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9118

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Raw Material Purchase Orders (Form CP-3-73)

CUTOFF:

DESCRIPTION: Raw Material Purchase Orders (Form CP-3-73)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9117

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section:

TITLE: Reference and Printed Material

CUTOFF:

DESCRIPTION: Reference and Printed Material

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 9098

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Titles for Vehicles

CUTOFF: Until Vehicle is traded

DESCRIPTION: Titles for Vehicles

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 316

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980

TITLE: Vehicle Accident Report - copy - Original sent to Insurance Company

CUTOFF:

DESCRIPTION: Vehicle Accident Report - copy - Original sent to Insurance Company

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 317

SERIES STATUS: Approved

APPROVAL DATE: 9/10/1980



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Missouri Vocational Enterprises

Division: Division of Offender Rehabilitative Services

Sub-Section:

TITLE: Working Capital Revolving Fund - copies

CUTOFF:

DESCRIPTION: Originals in Social Services, Finance

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 315

SERIES STATUS: Approved

APPROVAL DATE:

9/10/1980
